



FLD 1137

FIELD ORDERS

Chapter

BASIC FIELD OPERATIONS

Subject

Automatic License Plate Reader (ALPR)

OVERVIEW

[41.3.9]

1. The Automatic License Plate Reader (ALPR) consists of digital cameras in an enclosed housing, a processor unit, and a laptop computer.
2. The ALPR is updated using a text file (known as the "hot list"), which is supplied by the Department of Public Safety (DPS).
 - The text file is updated twice daily and must be manually uploaded to the ALPR via the wireless network.

POLICY

The ALPR Program is designed to assist in identifying and recovering stolen vehicles.

DEPLOYMENT

SQUAD SERGEANTS (or DESIGNEES)

- Authorize use of the ALPR.
- Make sure ALPRs are deployed, signed on, and used in each district.

PROCEDURE

1. Before taking action, verify all ALPR active stolen vehicle activations through an MVD records check by using either the patrol car MDC or via Communications.
2. When responding to an ALPR stolen vehicle recovery, process the stolen vehicle recovery and complete all required reports and notifications.
3. Complete a vehicle inventory and document and impound any illegal contraband.

CARE of EQUIPMENT

1. Do not take vehicles equipped with the ALPR through a car wash and use care when driving in areas where tree branches can make contact with the roof of the vehicle.
2. Never attempt to adjust or remove the cameras. If you believe the unit is not properly reading, contact the Night Detective Unit (NDU) Supervisor.

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Automatic License Plate Reader (ALPR)

TRAINING

EMPLOYEES must be properly trained before they can use the ALPR.

NDU trains personnel on how to use, maintain, and perform equipment updates on the ALPR.

SECURE ACCESS

1. ALPR data is housed on a secure database server behind PD firewalls in the Via Linda District 3 Data Center.
2. In order to access the ALPR vendor application to search the database, employees log into the system through a virtual private network (VPN) to encrypt network traffic. (Vendor login can also be tied to the employee's user logon).
3. Access is controlled by the Technology Services Section.

DATA RETENTION

1. Retention on ALPR data is 12 months.
2. The system is configured to perform automatic purges.

